



Code: 8725
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: COMMANDER

CHARACTERISTICS OF THE CLASS

Under direction, the class functions as a uniformed technical specialist performing a variety of high-level administrative and operational functions to assist in the management of a major division or bureau within the Chicago Fire Department, and performs related duties as required.

Positions are allocated across the department and have a wide range of specialized functions. Examples of core functions characterizing this class and specific examples of assignments are provided below with the intent of providing parameters to adequately describe the level and scope of duties and responsibilities performed by these positions. NOTE: Other divisions and bureaus may be added to provide additional examples of positions allocated to this class.

ESSENTIAL DUTIES

Core Functions

- Responds to fires, emergency medical services, other hazardous situations, and large-scale events; and coordinates and ensures uniformed employees are in compliance with general orders and directives as issued by the department
- Serves as an intermediary between uniformed field personnel, division heads, and department management in the resolution of problems and complaints
- Interprets, explains, and enforces department and City policies and procedures, general orders, and the collective bargaining agreement
- Tracks and monitors budget allocations and expenditures, and participates in the preparation of grant applications
- Conducts research and prepares reports for management to remain abreast of best practices and new technologies and developments in specified specialty areas
- Prepares management reports relating to emergency operations planning, preparedness, and grants management activities
- Represents the Chicago Fire Department at local, state, and federal task forces, conferences and planning meetings
- Works in an on-call capacity responding to 24/7 emergency and hazardous situations
- Responsible for maintaining the chain of command and giving direct orders to members, as required

Bureau of Support Services

Administration Division – Oversees the department's Personal Protection Equipment (PPE), Uniform and Inventory Control Programs. Researches journals and technical manuals to identify trends and new PPE items and uniforms in an effort to meet industry standards and operational needs. Works with production designers and manufacturers to assess product effect on current department general orders and standard operating guidelines. Keeps abreast of uniform and PPE changes introduced by the National Fire Protection Association (NFPA) and participates in the selection and evaluation of vendors. Oversees the distribution and tracking of PPE and uniforms.

Bureau of Fire Prevention

Administration – Oversees the development and production of all department fire prevention training materials and other printed materials. Provides instructional class for personnel related to fire prevention and City of Chicago building code. Develops, schedules, and coordinates training associated with certification, licensure, and maintenance training for all rank and file members and civilian Fire Safety Directors. Works with the Public Education Unit to develop, schedule, and coordinate member training to ensure compliance with department general orders and policies.

Bureau of Administrative Services

Personnel Division – Works with the Civilian HR team in workforce planning for both civilian and uniform positions. Generates personnel orders and memos that detail the movement of members as a result of appointment, promotion, reassignment, demotion, extended medical status, and voluntary transfers. Manages and processes the vacancy and transfer procedure for uniform members, including the coordination of interviews for specialty units. Acts as a liaison between civilian staff members and uniform members. Interprets general orders, operational policies, and labor agreements. Assists in the coordination of promotional exams, physical abilities testing, and entry exams. Coordinates the promotional processes with the Training, Medical, and Labor Divisions. Oversees the administration of the tuition reimbursement and indebtedness program for uniform members. Assists in coordinating the disciplinary process for uniformed members. Mediates with labor unions to resolve disputes related to medical billing as well as the medical status of uniform employees and their ability to return to work. Prepares documentation in preparation and response to arbitrations, grievances, and mediations.

Bureau of Operations

Fire Suppression, Rescue, and Emergency Medical Services (EMS) – Develops Incident Action Plans for all EMS/Fire Suppression Operations, and special events, including but not limited to Mutual Aid Box Alarm System (MABAS) activity, VIP/Presidential details, and Segway/Bicycle/Foot Team deployment. Reviews manpower allocation for planning purposes for special events. Ensures Fire Suppression/EMS operations are in compliance with department orders and Illinois Department of Public Health EMS policies. Develops written documentation covering department orders, directives, and memos as well as written documentation regarding department radio procedures based on new equipment. Assists in the development of operational procedures for mobile communication vehicles assigned to the Bureau.

Special Operations – Assists in planning and directing activities for special events, hazardous material, air and water search, and rescue incidents. Prepares Special Operations Incident Action Plans for major public events (e.g., festivals, conferences, VIP, and Presidential visits). Assists in coordinating aerial surveillance of extra alarm fires and aerial support for large area searches. Inspects personnel records and schedules training and fitness physicals to ensure physical requirements and professional certifications are maintained for helicopter pilots, divers, and hazardous materials personnel. Functions as on-call Hazardous Material Respond Duty Chief. Ensures compliance with FAA regulations.

Office of the Commissioner and First Deputy

Administration Division – Acts as an overall liaison and support for directives appropriated from management. Assists in scheduling and coordinating EMS Special Events and Operations and support services. Works with the Bureau of Operations Commander in preparing Special

Operations Incident Action Plans for major public events such as festivals, conferences, VIP, and Presidential visits. Assists with after action meetings and final reports from all Special Events conducted throughout the year. Reviews and advises on personnel orders and departmental memos. Represents the Executive Office at local, state and, federal meetings. Assists in the preparation of the annual budget.

Homeland Security – Assists in the planning and formation of the Securing the Cities Program (STC). Oversees regional STC related radiological training across disciplines and jurisdictions. Coordinates the training schedule for partner agencies and within the department. Responds to HazMat incidents after hours and as directed. Advises the Incident Commander of mitigation needs. Works with private and governmental agencies regarding radiological training and detection equipment

Logistics - Centrally coordinates the manpower planning activities for the Department's Bureau of Operations. Establishes daily citywide staffing for all 24-hour platoon employees, including Deputy District Chiefs and Battalion Chiefs, by obtaining a staff count from each district's manpower personnel. Develops platoon furlough schedules based on manpower needs and ensures compliance with union provisions. Uses information related to separations, lay-ups, and Emergency Medical Technician/Paramedic status for manpower planning.

Training Division

Emergency Medical Services – Develops, schedules, and coordinates all EMS training and licensure of newly hired Firefighter-EMT-Bs and Paramedics. Develops, schedules, and coordinates all EMS training and licensure of Paramedics-In-Charge, Ambulance Commanders, and Paramedic Field Chiefs prior to promotion. Works with the Commanders of Academy Operations and Field Training to recruit and train instructors in order to schedule and execute candidate training. Manages the EMS Continuing Education Curriculum and hours as required by CFD rules and regulations, Citywide Region 11 policies and procedures and the EMS policies of the Illinois Department of Public Health. Represents the department on the Metropolitan Chicago Healthcare Counsel's Education Committee. Works with the Medical Administration Regulatory Compliance (MARC) Division to develop and implement training for all field personnel and to ensure regulatory compliance. Coordinates with external health regulatory agencies to ensure that FF-EMT guidelines meet the conditions of State EMT certification requirements.

Field Training – Works closely with other department divisions, Department of Buildings, Chicago Transit Authority, Illinois Fire Service Institute, and other regional training agencies, as well as other non-CFD agencies and firms to deliver training to field units, battalions, and districts. Responsible for the maintenance of all portable training props and tactical training simulators assigned to the Field Training Section. Works with the Commander of Academy Operations to recruit and train instructors in order to schedule and execute candidate training.

Engineer and Driver Training – Works closely with other department divisions, the Department of Fleet and Facilities Management, the Office of the Illinois Secretary of State, the Office of the State Fire Marshal, and other agencies and organizations to maintain the licensure and certification of the department's Fire Engineers, apparatus drivers and operators. Responsible for the maintenance and operational capability of all Engines, Trucks, Ambulances, and other apparatus assigned to the Training Division. Responsible for the maintenance and operational capability of all hose, fittings, and all other related equipment. Responsible for the maintenance and operational capability of all department off-road driving and pumping sites and driving simulators. Serves on the department's Vehicle Accident Safety Review Board.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a uniformed member of the Chicago Fire Department is required. Ten (10) years as a uniformed member of the Chicago Fire Department with a minimum career service rank of either Paramedic In-Charge, Fire Engineer (including EMT or Paramedic) or Lieutenant (including EMT or Paramedic); depending upon technical/specialized assignment, specific rank required for position will be designated at time of recruitment.
- Plus three (3) years of technical work experience in either of the following areas: office administration, fire prevention, emergency medical services operations, Mobile Medic Response Team Member (MMRT), training, HazMat incident response, logistics, or manpower planning; depending upon technical/specialized assignment, specific work experience required for the position will be designated at the time of recruitment.
- Some positions may require a Bachelor's degree or higher and one year of specialized/technical work experience in lieu of the three (3) years of technical/specialized work experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Some positions may require the following licensure and certifications based on the area of assignment:
 - Completion of Specialized Emergency Response Team (SERT) Training Program
 - Possession of EMT-P or EMT-B license
 - Illinois Office of the State Fire Marshal Instructor I or Lead Instructor I certification
 - Illinois Office of the State Fire Marshall Firefighter III
 - Illinois Office of the State Fire Marshall Advanced Technician Firefighter certificate
 - Fire Service Vehicle Operator (FSVO) certification from the Office of the State Fire Marshal
 - Fire Apparatus Engineer (FAE) certification from the Office of the State Fire Marshal
 - A valid State of Illinois Class A or B (CDL or Non-CDL) driver's license

WORKING CONDITIONS

- General office environment
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal Computers and related apparatus
- Firefighting personal protection and related equipment
- Two way radios
- Emergency Medical Service equipment

- Helicopter, diving, and hazardous material equipment

PHYSICAL REQUIREMENTS

- Ability to perform physical and strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Ability to wear protective clothing and specialized self-contained breathing apparatus for extended periods of time
- Ability to operate firefighting equipment and apparatus
- Ability to use first responder medical equipment and supplies including automated extended defibrillator equipment
- Ability to work under extreme temperatures and weather conditions and other dangerous environments.
- Ability to operate automotive vehicles and associated equipment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- fire, incident, and emergency management response planning, notification procedures, and protocols
- EMS procedures and protocols

Some knowledge of:

- *management and supervisory methods, practices, and procedures
- geographical locations in the City
- public safety principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do

- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2018